

USCG PSC Topeka Civilian Permanent Change of Station (PCS) Procedures First Duty Station Transfer

Procedures for Requesting Civilian PCS Advance Payment:

1. Complete Coast Guard Civilian PCS Advance Request – be sure to sign and date.
2. Complete and set up direct deposit by visiting:
https://www.fincen.uscg.mil/secure/enrollment_form.htm
3. Fax or email a copy of original orders along with completely filled out Coast Guard Civilian PCS Advance Request to:
FAX: (785) 339-3775 Attn. Chantelle Gallemore, Email to:
Chantelle.R.Gallemore@uscg.mil

Procedures for Filing Travel Enroute:

1. Complete Travel Voucher (DD Form 1351-2) – be sure to sign and date. Provide a detailed itinerary in block 15 showing daily travel times, mileage, and locations where lodging was obtained. Indicate if dependents traveled concurrent or delayed and number of people per POV, if more than one POV is authorized and used.
2. Complete and set up direct deposit by visiting:
https://www.fincen.uscg.mil/secure/enrollment_form.htm
3. Receipts required are paid itemized lodging receipts, rental car, airfare, and any other reimbursable expense exceeding \$75.00.
4. Fax or email a copy of original orders, DD Form 1351-2, required receipts, to:
FAX: (785) 339-3775 Attn. Chantelle Gallemore, Email to:
Chantelle.R.Gallemore@uscg.mil